Academic Integrity Policy (CC)

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Document

Document Name	Academic Integrity Policy (CC)
Brief Description	This document describes Curtin College's zero tolerance approach to breaches of Academic Integrity. It sets out the prevention, intervention and response controls and processes designed to facilitate effective and honest study habits and, build awareness of and respect for the need for Academic Integrity. Curtin College views Academic Integrity as part of a quality learning experience in which work is evaluated fairly and hard work is recognised and valued.
Responsibility	Academic Director
Initial Issue Date	13/06/2019

Version Control

Date	Version No.	Summary of Changes	Reviewer Name and Department/Office
21/06/2019	1.0	Initial Release	Manager Quality, Risk and Compliance
12/08/2019	1.1	Minor updates	Manager Quality, Risk and Compliance
30/3/2021	1.2	Minor Updates	Academic Director
7/12/2021	1.3	Minor Updates	Academic Director
6/04/2023	2.0	Major Updates	Academic Director

Related Documents

Name	Location
Assessment and Moderation Policy	Curtin College website and Curtin College 'H' Drive
Assessment and Moderation Procedure	Curtin College website and Curtin College 'H' Drive
Appeals Policy	Curtin College website and Curtin College 'H' Drive
Appeals Process	Curtin College 'H' Drive
Student Complaints Policy	Curtin College website and Curtin College 'H' Drive
Student Code of Conduct	Curtin College website and Curtin College 'H' Drive

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1 Purpose and Scope

1.1 Introduction

This Academic Integrity Policy ("**Policy**") sets out the approach of Curtin College and its partner provider (together the "**College**") relating to the maintenance of high standards of Academic Integrity and honesty in all academic endeavours.

The practice of Academic Integrity fosters responsible conduct, positive citizenship and the professional ethical development of students as they embark upon their chosen careers. The maintenance of Academic Integrity underpins the credibility, reputation and standing of an institution and the value of its awards, both domestically and internationally.

1.2 Purpose

The policy aims to promote Academic Integrity across all campuses of Curtin College, primarily by providing education and support for students and staff members. Where academic misconduct is suspected and investigated or where formal proceedings are applied, Curtin College will ensure that these actions are undertaken in a consistent, efficient and equitable manner.

1.3 Scope

1.3.1 This Policy has been prepared in accordance with relevant legislative requirements/ protocols/ principles and Codes of Conduct such as:

   i. Part A, Section 5.2 of the HES Framework on Academic and Research Integrity (Australia); the National Code (2018)
   ii. The requirements of the Committee for Private Education (CPE) and EduTrust in Singapore.

1.3.2 The policy applies to all staff and enrolled and prospective students at Curtin College and Curtin College's partner provider/s.

1.3.3 The Policy sets out the principles and procedures for embedding Academic Integrity into business-as-usual practice as well as the management of academic misconduct by both staff and students.

1.3.4 This Policy does not apply to the behavior and conduct of students that would be construed as misconduct unrelated to academic endeavors/activities.

2 Policy Statement

2.1 Key principles

2.1.1. Academic Integrity is an essential pillar of tertiary learning and teaching at Curtin College.

2.1.2. Academic misconduct is a serious offence in academia.

2.1.3. The element inherent to academic misconduct is the attainment, for oneself or another, of an unfair academic advantage in admission, assessment or course progress.

2.1.4. Intention is not an essential requirement for establishing academic misconduct. Conduct may be intentional, reckless or unintentional.

2.1.5. Ensuring Academic Integrity is as much about educative practices and prevention as it is about upholding the values of respect, honesty and ethical behaviour.

2.1.6. Clear expectations about responsibilities, what constitutes proper academic writing and acknowledgement of another's work will be imparted through classes, teaching material and Unit Outlines.

2.1.7. Curtin College will take reasonable steps to educate students and encourage the development of skills through library resources, online study resources, support material, workshops, in-class discussion and direction, and the Student Learning Advisor(s).

2.1.8. Detection of academic misconduct is not limited to the use of electronic software (e.g. TurnItIn) but includes a manual analysis and academic judgment.

2.1.9. All students and staff of Curtin College at all campuses and at partner providers are expected to uphold the values of Academic Integrity (see Definitions).

2.1.10. The College will include in all Unit Outlines the definitions of plagiarism, collusion, cheating, contract cheating and misrepresentation, and advise that these are acts of academic misconduct for which penalties may apply per this Academic Integrity Policy.

2.1.11. Curtin College recognises that students come from different learning cultures and backgrounds and that mistakes are a natural part of learning, as students gain the necessary competence and research skills for further studies.

2.1.12. That students are assessed for work that is verifiably their own. While the use of technology such as translators and generative artificial intelligence (ChatGPT, Bard, Bing, etc.) may have appropriate use cases, students should seek feedback from their teachers when using such tools to ensure their use does not constitute academic misconduct such as Cheating.

2.2 Education and Support

2.2.1. Curtin College students will be provided with information about Academic Integrity as part of their transition to and throughout their education at Curtin College.

2.2.2. All courses will include learning experiences to develop students' understanding of the principles of Academic Integrity and how to apply them to their learning and assessment.

2.2.3. In addition to information and unit learning experiences, students may be required to participate in workshops and/or online Academic Integrity programs.

2.2.4. Professional development for staff members will be provided from time to time. Topics may include educating students about Academic Integrity and assessment design to minimise opportunities for breaches of Academic Integrity.

2.2.5. Program Managers and Discipline Leads will ensure that:
- New teaching staff are informed about the College's Academic Integrity Policy as part of their induction; and
- All teaching staff are reminded about policy requirements regarding Academic Integrity at least annually.

3 Academic Misconduct Offences

3.1 Plagiarism

The element inherent to plagiarism is the lack of acknowledgment of the original source. Plagiarism may include:

- Paraphrasing, copying, or presenting any part of the work or other(s) without a reference to those sources;
- Reproducing teaching material or lecture notes without acknowledgment of those sources in the work;
- Translating foreign works into English without acknowledgment of those sources;
- Reusing one's own previously submitted or assessed work, in part or in whole, without permission from the Unit Coordinator;
- In the case of group work, falsely claiming or attributing authorship where there has been inadequate contribution.

3.2 Collusion

Collusion includes assistance provided to, or received from another person in the preparation or production of any part of a work;

- Editing and proofreading may result in collusion if there is a contribution to the work resulting in a work no longer being the original work of the student. This may include rewriting, contribution of additional material, amending work or part of a work;
- Collusion may also include sharing answers or allowing another person or persons to copy any part of a work;
- Collusion is not limited to collaboration with a Curtin College or Curtin University student but may include collaboration with any person, irrespective of their location.

3.3 Cheating and Contract Cheating

Cheating and Contract Cheating may include:

- Accessing unauthorised notes during an examination that is held either on-campus or online. The notes may be on or in an object, a data storage device (see Definitions), or on any part of the body;
- Sitting an examination or test that is held either on-campus or online on behalf of another student or having another person undertake the examination;
- Communication with another student during an examination. It is irrelevant whether or not information is exchanged or imparted in the communication. Communication includes speech, writing, non-verbal communication, or the use of a data storage device.
- Copying from another student or allowing another student to copy during an examination or assessment that is held either on-campus or online;
- Purchasing work, bartering or commissioning another person or website to produce work which is then passed off as one's own.
- Submitting work that is generated and/or enhanced with the use of digital assistance (e.g. translators, digital assistants, or artificial intelligence tools such as ChatGPT, Bard, Bing, etc.) to the extent where the submitted work isn't a reasonable representation of the student's abilities and/or cannot be considered an original work of the student unless otherwise explicitly permitted by the assessment specification.
- Selling one's work is also considered contract cheating.

3.4 Misrepresentation may include:

- Submission of a falsified testamur or academic transcript to gain admission to a course at Curtin College;
- Submission of fabricated or falsified documents, or medical certificates to gain an advantage in admission, assessment or course progress;
- In respect of attendance requirements under the Attendance Policy, falsely asserting attendance at a class or laboratory session.

4 Appeal

4.1 A student who has been found to have engaged in academic misconduct is entitled to a review of the decision under the Curtin College Appeals Policy.

4.2 The authority responsible for considering and deciding on the internal appeal is Curtin College Appeals Committee. The appeal must be made within 10 working days from the date when the outcome was advised in writing.

5   Units Service Taught by Curtin University

5.1   Where a unit is Service Taught by Curtin University (sometimes known as "Service Taught" units), Curtin University's policies and procedures related to Academic Integrity and academic misconduct may also apply. It is the responsibility of students to familiarise themselves with relevant University policies when studying in a Curtin University delivered or co-delivered unit.

5.2   Any outcome decided by a Curtin University policy or procedure related to misconduct may also be applied to a student by Curtin College. This will be at the direction of the College Director and Principal or Academic Director or nominee.

5.3   Where there is an inconsistency between Curtin University and Curtin College policies or procedures in how they are applied to a Curtin College student, the Academic Director or nominee will determine what policy or procedure will prevail.

6   Responsibilities

6.1   The Academic Director is responsible for the implementation of this policy.

6.2   Program Managers, Discipline Leads and Unit Coordinators are responsible for the implementation of good Academic Integrity practices in their respective courses and units.

6.3   The Academic Leadership team will ensure that appropriate staff receive training, that there is monitoring of academic integrity breaches, and that breaches are reported on through the appropriate governance channels.

6.4   The Unit Coordinators are responsible for ensuring that assessments are designed to reduce the likelihood of Academic Integrity breaches by providing appropriate educative resources.

6.5   The Student and Academic Services team are responsible for maintain a register of academic breaches and outcomes.

7   Risk and Compliance Management

7.1   General

7.1.1   Non-compliance with this Policy poses a material risk to the College.

7.1.2   Compliance with this Policy is an outcome of meeting the Standards set and focusing on delivering a positive learning and teaching experience.

7.1.3   Students and staff are required to make themselves familiar with the content and intent of this Policy.

7.1.4   The College is responsible for providing and supporting regular training activities and workshops and ongoing communication to students and staff about the existence of this Policy, the responsibilities incumbent on both students and staff, and appropriate monitoring and reporting procedures, as part of the continuous improvement programme.

7.2   Academic Integrity Breaches

7.2.1   Breaches of this Policy will be investigated and depending on the seriousness of the breach, may result in disciplinary action being taken against the offender.

7.2.2   Penalties apply for specific breachers of this policy and are noted in the Academic Integrity Procedure.

7.2.3   Student and Academic Services will be responsible for maintaining a register of academic breaches and outcomes.

8   Review

8.1   This Policy is tested and reviewed every two years by the Academic Director in line with the continuous improvement schedule, and any changes to the regulatory compliance requirements, legislation, regulation and guidelines.

8.2 This review process aims to ensure alignment to appropriate strategic direction and continued relevance to the College's current and planned operations.

9 Records Management

All records in relation to this document will be managed as follows:

Record type	Owner	Location	Retention	Disposal
Policy	Manager Quality and Compliance	Policy HUB	Permanently	Archived once updated or reviewed